

TAB

(WHEN FILLED IN)

CAREER PREFERENCE OUTLINE

INSTRUCTIONS

This outline is designed to provide information regarding the employee's career interests for consideration by his Career Service. It will be completed and forwarded through normal channels to the Head of his Career Service. The original will be filed in the employee's Official Personnel Folder.

(Employee will complete items 1 through 14)

1. NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT

SECTION A CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

10. SPECIFIC TYPE OF ACTIVITY (INCLUDING ASSIGNMENTS)

A. IMMEDIATE (WITHIN NEXT 1 TO 2 YEARS):B. LONG-RANGE (WITHIN FOLLOWING 3 TO 5 YEARS):

SECTION B TRAINING

11. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (INCLUDE ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING)

A. IMMEDIATE (WITHIN NEXT 1 TO 2 YEARS):B. LONG-RANGE (WITHIN FOLLOWING 3 TO 5 YEARS):

12. ADDITIONAL COMMENTS

☐ CONTINUED ON REVERSE SIDE

I RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION.
I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED Approved For Release CIA-RDP80-01826R000700170004-7

ITEM 12 (CONTINUED)

DETAILED INSTRUCTIONS (PART 1)

PURPOSE: THE ORGANIZATION, THROUGH THE CAREER PLANNING PROGRAM, MAINTAINS AN INVENTORY OF EMPLOYEES' PREFERENCES FOR USE IN PLANNING UTILIZATION OF MANPOWER. PREFERENCES ARE REVIEWED AND EVALUATED BY THE EMPLOYEE'S SUPERVISOR AND HIS CAREER SERVICE IN TERMS OF HIS POTENTIAL AND THE NEEDS OF THE AGENCY. THE STATEMENTS OF PREFERENCES AND THE APPENDED COMMENTS SERVE AS A GUIDE FOR FUTURE PERSONNEL ACTIONS.

PREPARATION: AN EMPLOYEE IS ENCOURAGED TO DISCUSS HIS CAREER INTERESTS AND PROPOSALS FOR TRAINING WITH HIS SUPERVISOR, CAREER MANAGEMENT OFFICER, AND TRAINING LIAISON OFFICER. SPECIFIC INSTRUCTIONS ARE LISTED BELOW:

ITEMS 1 THROUGH 4 -- SELF-EXPLANATORY.

ITEM 5 ORGANIZATIONAL TITLE -- INDICATE THE TITLE YOU USE IN SIGNING OFFICIAL CORRESPONDENCE. INDICATE "NONE" IF NO ORGANIZATIONAL TITLE IS ASSIGNED TO YOU.

ITEMS 6 AND 7 POSITION TITLE -- OCCUPATIONAL CODE -- INDICATE POSITION TITLE AND CODE, E.G., INTELLIGENCE OFFICER (GEN.) GS-0132.06. POSITION TITLE AND CODE APPEAR ON "TO" SIDE OF SF-52.

ITEM 8 OFFICE OF ASSIGNMENT -- INDICATE COMPONENT, DIVISION AND STAFF, AND BRANCH OR SECTION, E.G., OP/PAD/SUPPORT BRANCH.

SECTION A - CAREER INTERESTS

ITEM 9 GENERAL TYPE OF ACTIVITY -- INDICATE THE GENERAL AREA OF WORK IN WHICH YOU ARE INTERESTED, E.G., COLLECTION OF INTELLIGENCE, COMMUNICATING, PERSONNEL ADMINISTRATION, REPORTS ANALYSIS, ETC.

ITEM 10 SPECIFIC TYPE OF ACTIVITY -- INDICATE THE PARTICULAR TYPE OF ASSIGNMENTS WHICH ARE YOUR IMMEDIATE AND LONG-RANGE OBJECTIVES, E.G., CASE OFFICER, RADIO OPERATOR, PLACEMENT OFFICER, INTELLIGENCE OFFICER (BIOCHEMISTRY), ETC. (USE THE OCCUPATIONAL HANDBOOK OF CLASSIFICATION TITLES AND CODES, IF AVAILABLE.)

SECTION B - TRAINING

ITEM 11 FOR ORGANIZATIONAL TRAINING USE OTR CATALOG OF COURSES, IF AVAILABLE. FOR EXTERNAL TRAINING GIVE NAME OF COURSE AND LOCATION.

A. IMMEDIATE, E.G., READING IMPROVEMENT, EFFECTIVE WRITING, LOGISTICS COURSE, BASIC ORIENTATION, ETC.

B. LONG-RANGE, E.G., OPERATIONS FAMILIARIZATION, INTERMEDIATE RUSSIAN, ADVANCED MANAGEMENT COURSE AT THE HARVARD UNIVERSITY GRADUATE SCHOOL OF BUSINESS ADMINISTRATION.

ITEM 12 ADDITIONAL COMMENTS -- INCLUDE ANY INFORMATION NOT GIVEN ELSEWHERE WHICH MIGHT BE USEFUL IN CONSIDERATION OF ASSIGNMENTS AND TRAINING FOR YOU IN THE FUTURE.

ITEMS 13 AND 14 -- SELF-EXPLANATORY.

CAREER PREFERENCE OUTLINE

15. NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)	16. DATE OF BIRTH	17. SERVICE DESIGNATION
--	-------------------	-------------------------

SECTION C	COMMENTS BY SUPERVISOR
-----------	------------------------

18. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

☐ CONTINUED ON REVERSE SIDE

19. RELATIVE TO TRAINING FOR EMPLOYEE

CAREER PREFERENCE OUTLINE HAS BEEN DISCUSSED WITH THE EMPLOYEE <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS IN SECTION C HAVE BEEN SHOWN TO THE EMPLOYEE <input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

20. TYPED OR PRINTED NAME OF SUPERVISOR

21. SIGNATURE

22. TITLE

23. DATE

SECTION D	FOR USE OF CAREER SERVICE
-----------	---------------------------

24. COMMENTS

COMMENTS IN SECTION D HAVE BEEN SHOWN TO THE EMPLOYEE ☐ YES ☐ NO

25. TYPED OR PRINTED NAME

26. SIGNATURE

27. TITLE

28. DATE

LEAVE BLANK

ITEM 18 (CONTINUED)

DETAILED INSTRUCTIONS (PART II)

SECTION C - COMMENTS BY SUPERVISOR

ITEMS 18 AND 19 -- THE SUPERVISOR SHOULD COMMENT ON THE EMPLOYEE'S STATEMENTS OF HIS CAREER INTERESTS AND DESIRED TRAINING. HE WILL INCLUDE SPECIFIC RECOMMENDATIONS, IF POSSIBLE, FOR THE EMPLOYEE'S FUTURE UTILIZATION. THE OUTLINE SHOULD SERVE AS A BASIS FOR A DISCUSSION WITH THE EMPLOYEE OF HIS STRENGTHS AND WEAKNESSES. THE SUPERVISOR'S COMMENTS, HOWEVER, WILL NOT BE SHOWN TO THE EMPLOYEE WITHOUT THE APPROVAL OF THE HEAD OF HIS CAREER SERVICE (IN THE FIELD--THE CHIEF OF MISSION OR STATION OR OTHER PRINCIPAL OFFICER DIRECTLY RESPONSIBLE TO HEADQUARTERS). THE CAREER PREFERENCE OUTLINE WITH ITEMS 18 THROUGH 23 COMPLETED MUST BE FORWARDED TO THE HEAD OF THE EMPLOYEE'S CAREER SERVICE NO LATER THAN 30 DAYS AFTER THE DATE INDICATED IN ITEM 13. SUPERVISORS IN THE FIELD WILL FORWARD THE OUTLINE THROUGH NORMAL CHANNELS TO HEADQUARTERS.

SECTION D - FOR USE OF CAREER SERVICE

ITEM 24 CAREER SERVICE OFFICIALS WILL REVIEW THE EMPLOYEE'S STATEMENTS OF PREFERENCE AND THE SUPERVISOR'S COMMENTS IN TERMS OF THE NEEDS OF THE EMPLOYEE AND THE ORGANIZATION. COMMENTS MADE IN SECTION D WILL NOT BE SHOWN TO THE EMPLOYEE WITHOUT THE APPROVAL OF THE HEAD OF HIS CAREER SERVICE.

DISTRIBUTION:

THE ORIGINAL OF THE CAREER PREFERENCE OUTLINE (PARTS I AND II) WILL BE FORWARDED TO THE DIRECTOR OF PERSONNEL AND FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER. COPIES OF THE OUTLINE MAY BE SHOWN OR DISTRIBUTED, SUBJECT TO THE APPROVAL OF THE HEAD OF THE EMPLOYEE'S CAREER SERVICE, TO OFFICIALS IN OTHER CAREER SERVICES WHO MAY BE CONCERNED WITH HIS DEVELOPMENT AND UTILIZATION.